SiteManager Training Manual

Module F
Chapter 3

Materials Management
Approved Lists
Producer/Supplier

Section F-3-4

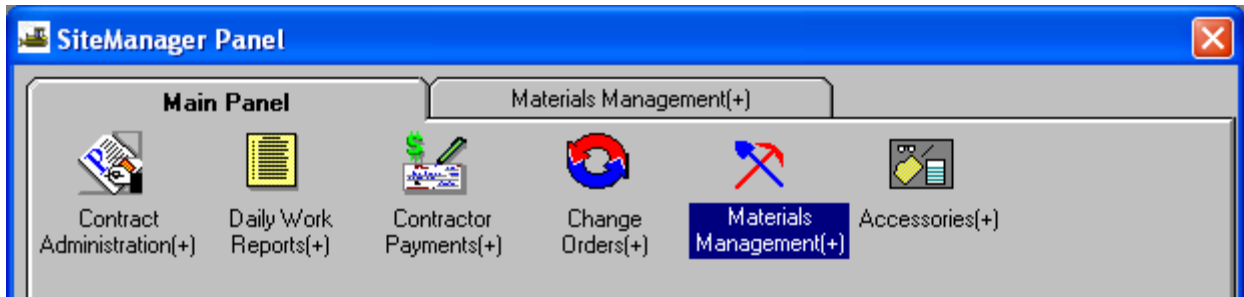# Viewing Producer/Supplier/Manufacturer Information

Student's Version

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Viewing Producer/Supplier/Manufacturer Information

This document will describe how to view a producer, supplier or manufacturer's information.

"Double-click" the **Materials Management** icon located on the Main Panel.


"Double-click" the **Approved List** icon.

"Double-click" the **Producer/Supplier** icon.

The current code system for the Approved Lists Program shall be utilized when determining the **Producer Supplier or Manufacturer Code**. A reference is listed below:
* the four digit number assigned to the plant.

Producer/Supplier/Manufacture Type	**Producer/Supplier Code**
Cement Source	WYY1234
Certified Aggregate Source	
• not at a redistribution terminal	QYY1234
• redistribution terminal	QYY1234-5678
	(QYY1234 = redistribution terminal)
	(5678 = originating source code)
Non-certified Aggregate Source	AGG1234*
Certified Asphalt Supplier	ASPH1234*
Certified Guardrail Supplier	QYY1234
Certified Hot Mix Asphalt Producer	HMA1234*
Certified Reinforcing Bar Coater	JYY1234
Certified Uncoated Rebar Manufacturer	JYY1234
Fly Ash Source	WYY1234
Ground Granulated Blast Furnace Source	WYY1234
Inorganic Zinc Primer	CFYY1234
Low Temperature Epoxy Penetration Sealer	CFYY1234
Organic Zinc Primer	CFYY1234
Plastic Pipe Source	JYY1234
Polish Resistant Aggregate Source	PRAS1234
Polysulfide Epoxy Penetration Sealer	CFYY1234
Portland Cement Concrete	CONC1234
Silica Fume	WYY1234
Structural Steel Coating System	WYY1234
Traffic Paint	TRPT1234
Unmodified Epoxy Penetrating Sealer	CFYY1234
Waterborne Finish Paint	CFYY1234
Manufacturer	1234
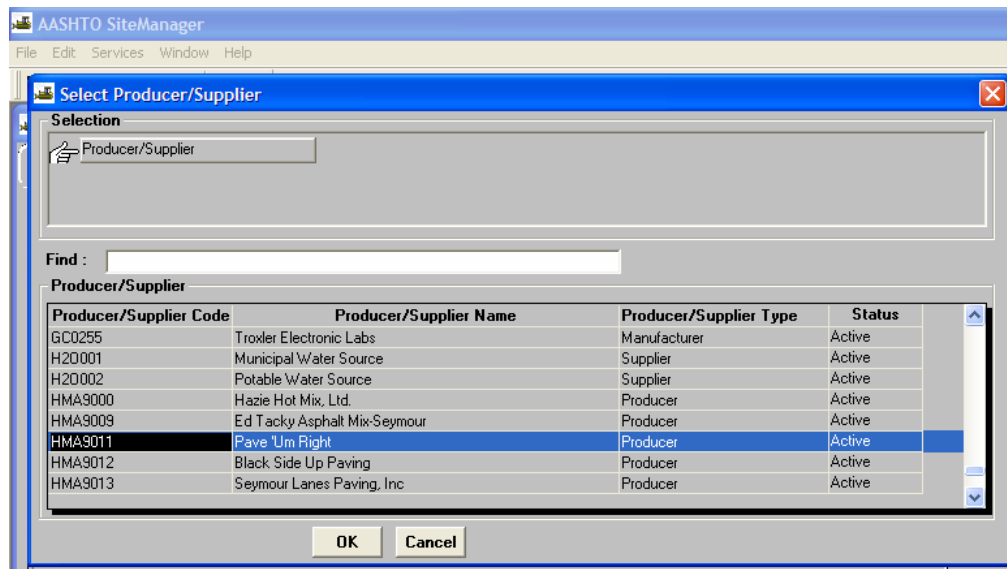
Select the appropriate producer or supplier name and plant name or manufacturer's name from the **Producer/Supplier Name** field.

"Double-click" on the appropriate **Producer/Supplier Name**.

This step is skipped if a producer, supplier or manufacturer was previously selected.

The Producer, supplier or manufacturer data can be viewed in the **Maintain Producer/Supplie**r window.

To view a different producer, supplier or manufacturer's information, "click" on the **Open** 📂 button located on the toolbar.

Select the appropriate producer or supplier name and plant name or manufacturer name from the **Producer/Supplier Name** field.

"Double-click" on the appropriate **Producer/Supplier Name**.

Description Tab

Producer/Supplier or Manufacturer Code: The **Producer/Supplier or Manufacturer Code** is a unique code that is used for a manufacturer or each plant of a producer or supplier.

Producer/Supplier or Manufacturer Type: The **Producer/Supplier or Manufacturer Type** field identifies the type of material that is produced, supplied or manufactured.

Name: The **Name** field identifies the producer or supplier's name and plant name or the manufacturer's name.

Geographic Area: The **Geographic Area** field indicates the assigned lab location that will perform verification tests on materials obtained from the manufacturer or producer or supplier's plant.

Sample Origin: The **Sample Origin** field indicates the location where a verification sample is obtained.

DBE: The **DBE** field is used to track the DBE status of a source so INDOT can receive credit for material supplied from a DBE source. Currently INDOT is not utilizing this field.

Approval Level: The **Approval Level** field indicates the current producer, supplier or manufacturer's level of approval.

Contact Name: The **Contact** field contains the name of the representative for the producer, supplier or manufacturer.

Contact Person Location: The **Contact Person Location** field indicates the location of the representative for the manufacturer or producer or supplier's plant, as identified in the **Contact** field. This person will be contacted when there is a problem or concern. The **Contact Person Location** includes:

- if appropriate, the plant ID as identified on the **Plants** tab
- the contact person's location

Status: The **Status** field indicates the status of the producer, supplier or manufacturer, either **Active** or **Inactive.**

- **Active:** the producer, supplier or manufacturer is approved to supply material.

- **Inactive**: the producer, supplier or manufacturer is not approved to supply material.

Status Date: The **Status Date** indicates the date the **Status** was last changed.

Last Modified User ID: The **Last Modified User ID** is the user ID of the last person who entered or modified information on the **Maintain Producer/Supplier** window.

Last Modified Date: The **Last Modified Date** is the date the latest modifications to the **Maintain Producer/Supplier** window were made.

Address and phone numbers are present   No address or phone numbers are present

Lines on the **Address** button, indicates there are phone numbers and an address in the Address window.

The phone numbers and address for the producer, supplier or manufacturer can be viewed by "clicking" on the **Address** button located on the tool bar.

Address For: The **Address For** field is the name of the producer, supplier or manufacturer.

Producer/Supplier Address: The **Producer/Supplier Address** panel contains the producer, supplier or manufacturer's corporate office address, not the plant address, unless these addresses are the same.

Contact Numbers: The **Contact Numbers** panel contains the telephone and fax numbers of the person populated in the **Contact** field on the **Description** tab.

"Click" the **Address** button to close the address window.

Lines on the **Remarks** button indicate additional information for the producer, supplier or manufacturer is contained in the R**emarks** balloon.
"Click" on the **Remarks** ⬭ button to open the **Remarks** balloon.

Close the **Remarks** field by "clicking" on the **Remarks** ⬭ button located on the toolbar.

"Click" on the **Plant** tab.

Plants tab

This tab is not utilized for manufacturers.

Plant ID: The **Plant ID** is a unique number assigned to the plant.

Plant Type: The **Plant Type** identifies the type of production facility.

Plant Name: The **Plant Name** identifies the plant.

Portable Plant: The **Portable Plant** indicator is a flag to identify if the plant is a moveable plant.

Last Inspected Date: The **Last Inspected Date** is use to:
- indicate the close out date of a Complete Audit for:
  - o CAPP
  - o Asphalt
  - o HMA Sources

- indicate the last verification test date for all other types of producers/ suppliers

Plant Status: The **Plant Status** indicates the status of the plant, either **Active** or **Inactive**.

- **Active:** the plant is approved to supply material.

- **Inactive**: the plant is not approved to supply material.

Sample Origin: The **Sample Origin** field indicates the location where a verification sample is obtained.

Geographic Area: The **Geographic Area** is the office location of the INDOT employee who oversees the audit or has control of the approval process for the plant.

Plant Location: The **Plant Location** is a short description of the plant location. This could be the city or town closest to the plant, quarry in which the plant is located, etc. The location is an aid used to determine that the proper plant is being selected.

Address and phone numbers are present

No address or phone numbers are present

Lines on the **Address** button located on the toolbar indicate there are phone numbers and an address in the Address window.

The phone numbers and address for the Producer/Supplier's plant can be viewed by "clicking" on the **Address** button located on the tool bar.

Address For: The **Address For** field contains the name of the producer/supplier's plant.

Producer/Supplier Address: The **Producer/Supplier Address** panel contains the producer/supplier's plant address.

Contact Numbers: The **Contact Numbers** panel contains the telephone and fax numbers of the plant.

"Click" the **Address** button to close the address window.

"Click" on the 📂 button located on the toolbar to exit the **Maintain Producer/Supplier** window.

Viewing Producer Supplier Information

F-3-4-3 Group Exercise

In the following exercise, you will view information for a Producer/Supplier

Log into SM as   <u>inquire</u>
Password   <u>pass</u>

Navigation from **Main Panel:**

       Double-click on **Materials Management (+)** icon
       Double-click on **Approved Lists (+)** icon
       Double-click on **Producer/Supplier** icon
       Click the **Open** located on the toolbar

       Producer/Supplier: Select   <u>Harry's Hot Mix Plant 2</u>

Who's the Contact Person?

> **Answer: Harry Rock**

> **After Discussion: Click the Close button to exit the Producer/Supplier window.**
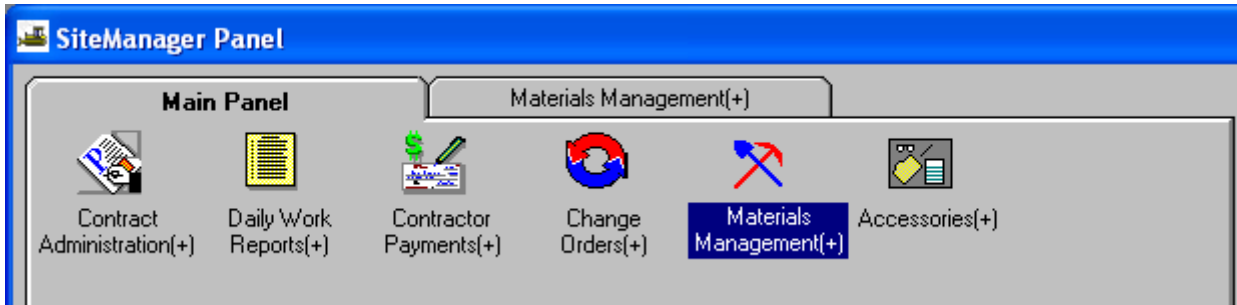
Section F-3-5

Producer/Supplier/Manufacturer Materials

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Viewing a Producer Supplier Manufacturer Material Association

The purpose of this document is to view information of a material's association to a manufacturer or a producer/supplier's plant.
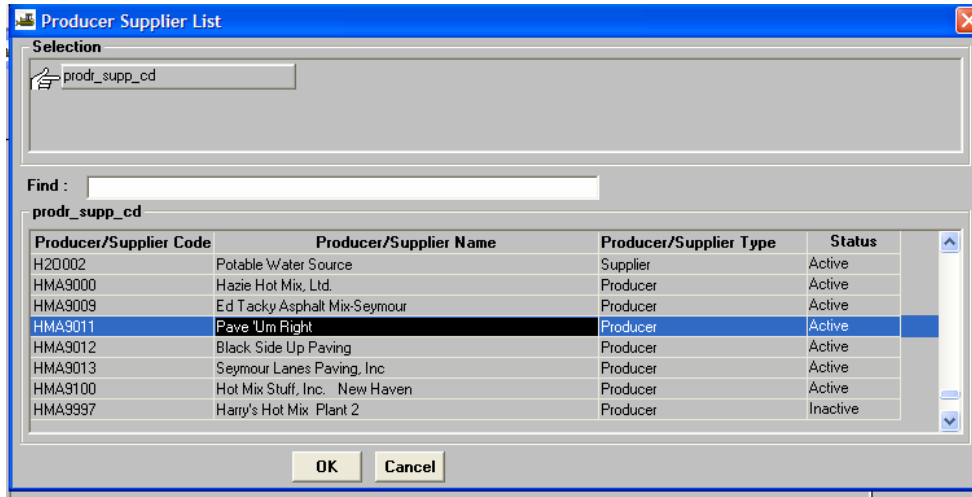

"Double-click" the **Materials Management** icon located on the Main Panel.

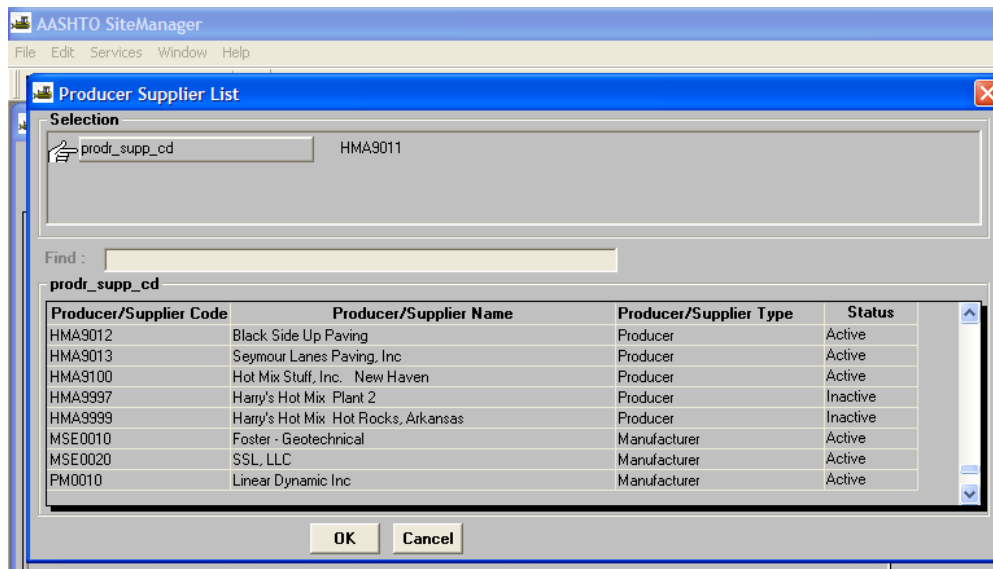"Double-click" the **Approved List** icon.

"Double-click" the **Producer/Supplier Materials** icon.

The **Producer Supplier List** window opens. Use the Scroll or Find/Filter/Sort technique to locate the appropriate Producer/Supplier name and plant name or Manufacturer located in the **Producer/Supplier Name** column. "Double-click" on the appropriate **Producer/Supplier Name**. This step is skipped if a producer, supplier or manufacturer was previously selected.
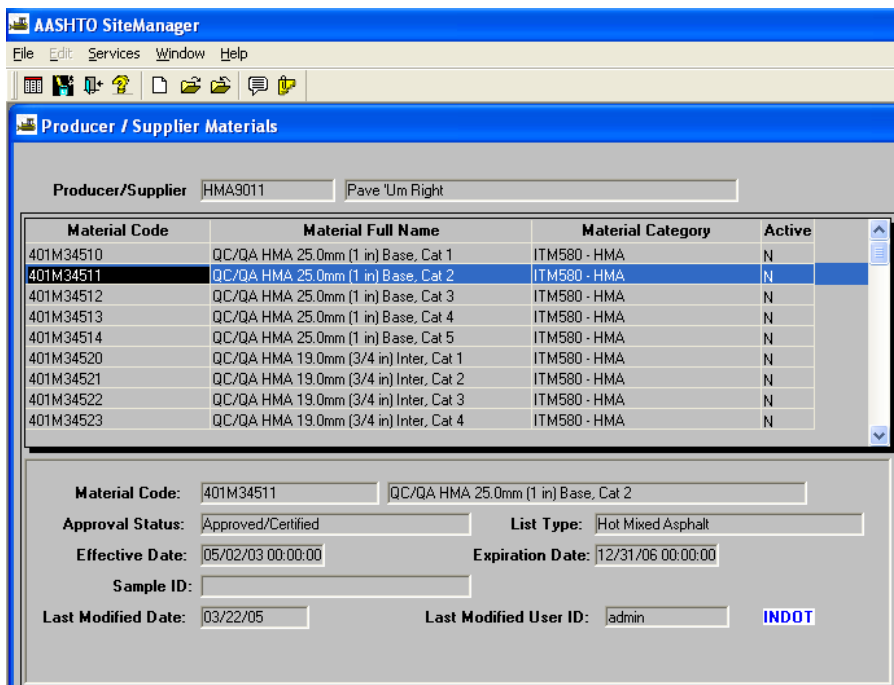
The **Producer/Supplier Materials** window opens. To view a different producer, supplier or manufacturer material's information, "click" on the **Open** 📂 button located on the toolbar.

The **Producer Supplier List** window opens. Use the Scroll or Find/Filter/Sort technique to locate the appropriate Producer/Supplier name and plant name or Manufacturer's name located in the **Producer/Supplier Name** column.
"Double-click" on the appropriate **Producer/Supplier Name**.
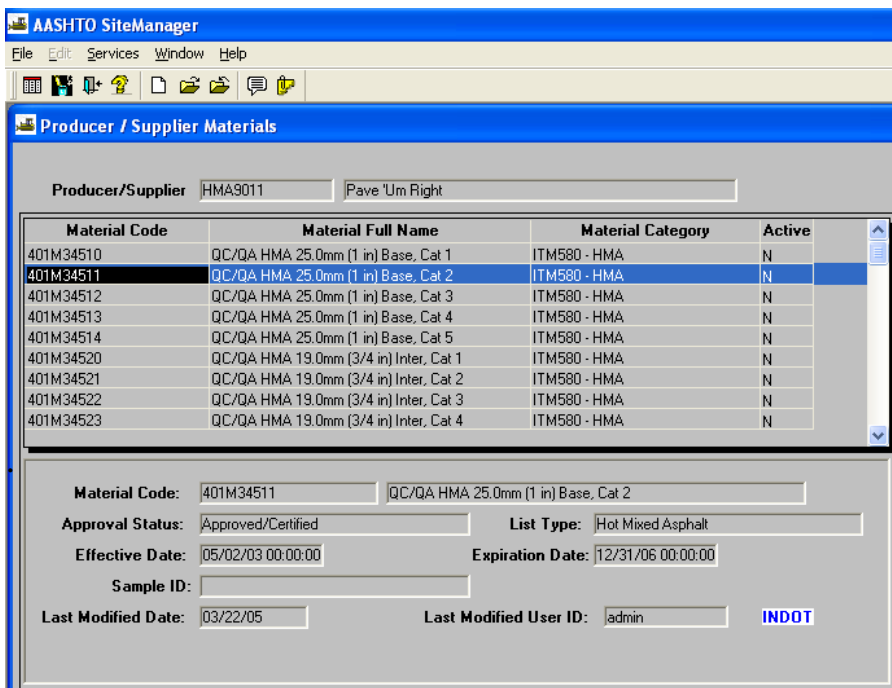
Material Code: The **Material Code** is a code that is assigned to a material. The material name is populated in the field to the right of the **Material Code** field.

Approved Status: The **Approved Status** indicates the material's phase of the approval process.

List Type: The **List Type** indicates which Approved List the material is associated.

Effective Date: The **Effective Date** is the date when the material was first allowed to be used.

Expiration Date: The **Expiration Date** is the date that the material should no longer be allowed to be used without some type of additional approval process for that material.

Sample ID: The **Sample ID** is the name of the sample record used for the approval process of the material.

Last Modified User ID: The **Last Modified User ID** is the user ID of the last person who entered or modified information on the **Producer/Supplier Material** window.

Last Modified Date: The **Last Modified Date** is the date the latest modifications to the **Producer/Supplier Material** window were made.

Lines on the **Remarks** button indicate additional information for the producer, supplier or manufacturer's material is contained in the **Remarks** balloon.
"Click" on the **Remarks** button to open the **Remarks** balloon.

"Click" the **Remarks** button located on the toolbar to close the **Remarks** balloon.

"Click" the **Close** button located on the toolbar to exit the **Producer/Supplier Materials** window.

Viewing Producer Supplier Material Information

F-3-5-3 Group Exercise

In the following exercise, you will view Producer/Supplier materials for IONA Company, located in Greenfield district.

Log into SM as   <u>d90bclip</u>

Password   <u>pass</u>

Navigation from **Main Panel:**
      Double-click: **Materials Management (+)** icon
      Double-click: **Approved Lists (+)** icon
      Double-click: **Producer/Supplier Materials** icon
     Click the **Open** button

     Producer/Supplier Name: Select   <u>IONA Company</u>

     Does IONA Company produce PCCP High Early Strength Type II?

Answer:

After Discussion: Click the Close 📂 button to exit the Producer/Supplier Materials window.